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OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



DARLENE GREEN  
Comptroller

*Internal Audit Section*

Carnahan Courthouse Building  
1114 Market St., Room 642  
St. Louis, Missouri 63101  
(314) 622-4723  
Fax: (314) 613-3004

DR. KENNETH M. STONE, CPA  
Internal Audit Executive

November 17, 2008

Dr. Joyce Johnson, Executive Director  
Dr. J's Wellness Program  
967 Midland Blvd.  
University City, MO 63130

RE: Fiscal Monitoring Review of Dr. J's Wellness Program Family Weight Loss Program,  
Community Development Block Grant (CDBG), Contract #07-10-01,  
CFDA #14.218 (Project #2008-CDA15)

Dear Dr. Johnson:

Enclosed is a report of our fiscal monitoring review of Dr. J's Wellness Program, a not-for profit organization, CDBG – Family Weight Loss Program, for the period April 1, 2007 through December 31, 2007. The scope of a fiscal monitoring review is substantially less than an audit, and as such, we do not express an opinion on the financial operations of Dr. J's Wellness Program. Our fieldwork was completed on January 4, 2008.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised and has been conducted in accordance with the *International Standards the for the Professional Practice of Internal Auditing* and through an agreement with the City of St. Louis Community Development Administration (CDA) to provide fiscal monitoring to all grant sub-recipients.

If you have any questions, please contact the Internal Audit Section at (314) 622-4723.

Sincerely,

A handwritten signature in cursive script that reads "Kenneth M. Stone".

Dr. Kenneth M. Stone, CPA  
Internal Audit Executive

Enclosure

cc: Jill Claybour, Acting Executive Director, CDA  
Lorna Alexander, Special Assistant for Development, CDA



# CITY OF ST. LOUIS

***COMMUNITY DEVELOPMENT ADMINISTRATION (CDA)***

***DR. J'S WELLNESS PROGRAM  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
CONTRACT #07-10-01  
CFDA #14.218***

***FISCAL MONITORING REVIEW***

***APRIL 1, 2007 THROUGH DECEMBER 31, 2007***

***PROJECT #2008-CDA15***

***DATE ISSUED: NOVEMBER 17, 2008***

***Prepared by:  
The Internal Audit Section***



## OFFICE OF THE COMPTROLLER

**Honorable Darlene Green, Comptroller**

**CITY OF ST. LOUIS  
COMMUNITY DEVELOPMENT ADMINISTRATION (CDA)  
DR.J'S FAMILY WEIGHT LOSS PROGRAM  
FISCAL MONITORING REVIEW  
APRIL 1, 2007 THROUGH DECEMBER 31, 2007**

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**CITY OF ST. LOUIS  
COMMUNITY DEVELOPMENT ADMINISTRATION (CDA)  
DR.J'S FAMILY WEIGHT LOSS PROGRAM  
FISCAL MONITORING REVIEW  
APRIL 1, 2007 THROUGH DECEMBER 31, 2007**

**INTRODUCTION**

**Background**

**Contract Name:** Dr. J's Family Weight Loss Program

**Contract Number:** 07-10-01

**CFDA Number:** 14.218

**Contract Period:** April 1, 2007 through December 31, 2007

**Contract Amount:** \$30,000

The contract provided funds to Dr. J's Wellness Program (Agency) to provide an exercise and weight loss programs for individuals eight years old and older. The Agency also provides nutritional counseling for clients aged two years old and older.

**Purpose**

The purpose of the review was to determine the Agency's compliance with federal (including OMB Circular A-133), state and local CDBG requirements for the period April 1, 2007 through December 31, 2007 and make recommendations for improvement as necessary.

**Scope and Methodology**

Inquiries were made regarding the Agency's internal controls relating to the grant administered by the Community Development Administration (CDA), tested evidence supporting the reports the Agency submitted to CDA and performed other procedures considered necessary. Fieldwork was completed on January 4, 2008.

**Exit Conference**

On October 7, 2008, the Agency was offered an exit conference to discuss the observation and recommendation noted in the report. The Agency declined.

**CITY OF ST. LOUIS  
COMMUNITY DEVELOPMENT ADMINISTRATION (CDA)  
DR.J'S FAMILY WEIGHT LOSS PROGRAM  
FISCAL MONITORING REVIEW  
APRIL 1, 2007 THROUGH DECEMBER 31, 2007**

**INTRODUCTION**

**Management Responses**

On October 7, 2008, the Agency was requested to submit its response to the observation and recommendation noted in the report by October 15, 2008. The due date was subsequently extended to October 17, 2008. As of the date of the report, despite several reminders, the Agency has not responded.

**CITY OF ST. LOUIS  
COMMUNITY DEVELOPMENT ADMINISTRATION (CDA)  
DR.J'S FAMILY WEIGHT LOSS PROGRAM  
FISCAL MONITORING REVIEW  
APRIL 1, 2007 THROUGH DECEMBER 31, 2007**

**DETAILED OBSERVATIONS, RECOMMENDATIONS  
AND MANAGEMENT'S RESPONSES**

**The Agency did not Prepare Financial Statements**

Financial statements are formal records of an organization's financial activities. They provide an overview of an organization's financial position or condition in both short and long term.

The Agency did not prepare monthly or annual financial statements (e.g., a balance sheet and a statement of revenues and expenditures.) Without timely financial statements, the management is not in a position to determine if the agency will continue in business foreseeable future. They also provide the Agency's board of directors with a tool to perform its oversight responsibilities.

**Recommendation**

We recommend the Agency prepare periodic and annual financial statements of its financial activities.

**Management's Response**

*As of the date of the report, the Agency has not responded to the observation.*